

**HR351 Impact of Breaks in Service Overview****Impact of Breaks in Service Overview**

Upon a separated employee's return to a Classified position, the HR Administrator must research the employee's prior service record to ensure it qualifies as service towards the Cardinal leave eligibility Service date. If unsure, review DHRM policies and Service Credit Application.

**Note:** The following process supports DHRM policy 4.10. In general, all periods of salaried state service count in setting the leave eligibility date. Counted service includes all:

- salaried state service in positions covered and not covered by the Virginia Personnel Act, and
- full or part-time salaried positions, and salaried state service that is broken or consecutive.

This does not include hourly employment or service for any non-state entity.

This job aid is to provide guidance regarding the calculation of prior service and the Leave Eligibility Service date for the purposes of annual leave accruals and carryover limits for an employee who:

1. separated from state service;
2. occupied a salaried full or part-time job at time of separation; and
4. returned to another Classified position, either with the same or a different agency.

This employee will have prior service months added towards the new leave accrual rate. There are also some provisions where employees in other non-classified positions (such as Administrative Faculty, or Other Officials, may maintain leave eligibility service credit while in their other, non classified salaried positions. Refer to the DHRM Application of Service Credit Application under Hiring, 2.10, on the DHRM Policy page.

**Table of Contents**

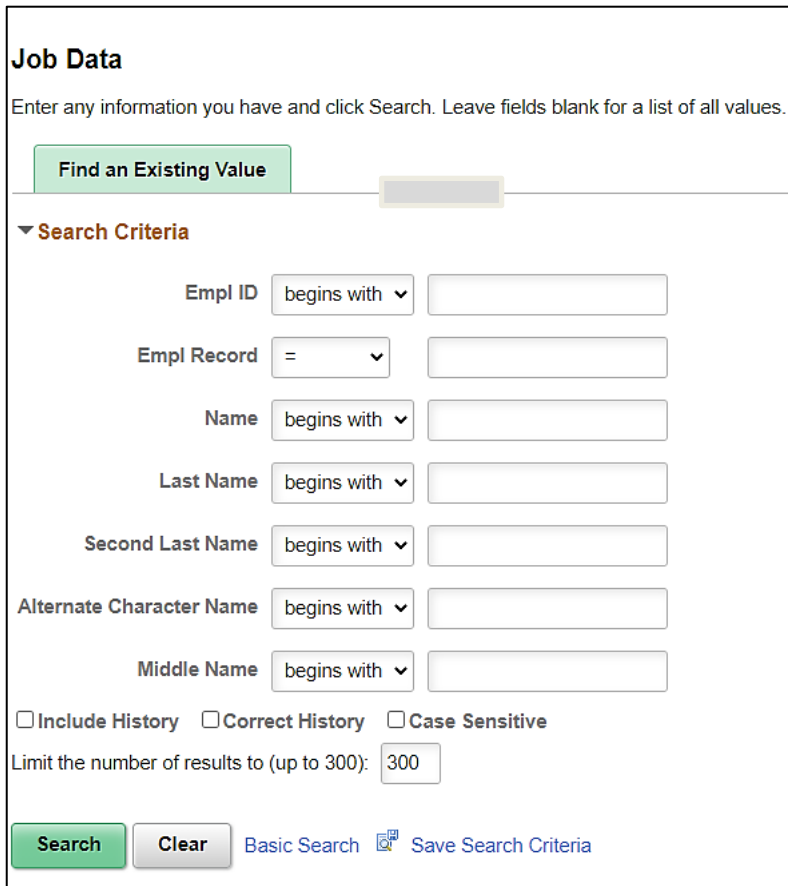
How to Validate a Break in Service .....	2
Example of Using the Service Date Calculator.....	4
How to Adjust an Employee's Leave Eligibility Service Date .....	7

**HR351 Impact of Breaks in Service Overview****How to Validate a Break in Service**

1. After the new hire/rehire transaction is complete navigate to the **Work Location** page using the following path:

**Navigator > Workforce Administrator > Job Information > Job Data**

The **Job Data Search** page displays.



**Job Data**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID

Empl Record

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

☐ Include History ☐ Correct History ☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Enter the employee's Employee ID in the Empl ID field.
3. Click the **Search** button.

**Note:** You can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. The **WBT** titled **NAV205 Fluid Navigation Tips** will provide tips and tricks on searching for employees. It can be found on the Cardinal website.

**Note:** Cardinal security restricts the user from seeing more than their agency employees.

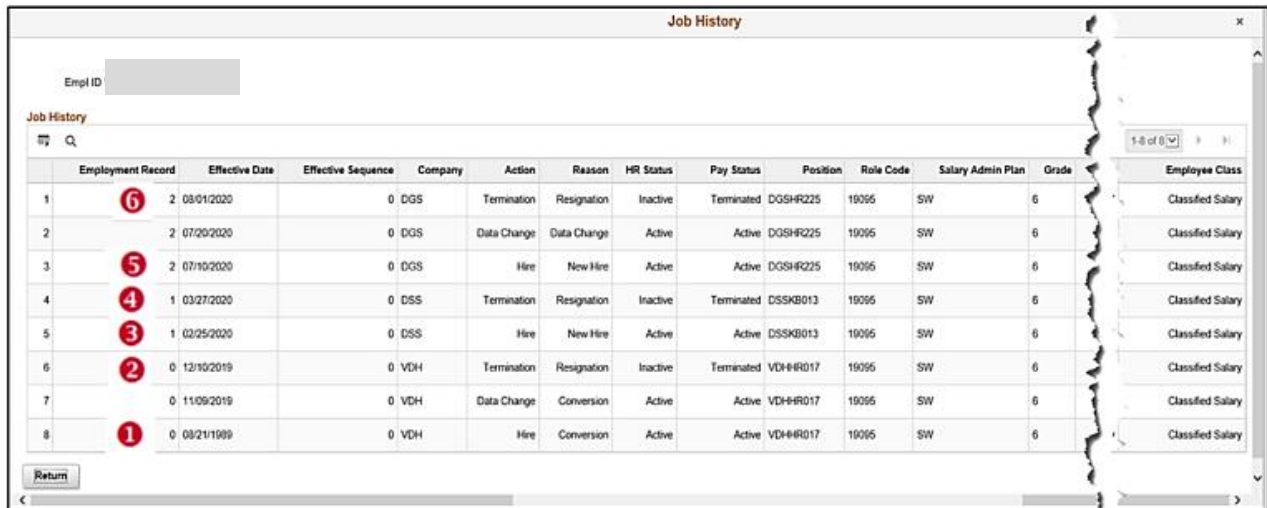
## HR351 Impact of Breaks in Service Overview

The **Job Record** is displayed.



The screenshot shows the 'Job Record' form with the 'Work Location' tab selected. The 'Work Location Details' section includes fields for 'Effective Date' (10/01/2020), 'Effective Sequence' (0), 'HR Status' (Active), and 'Payroll Status' (Active). The 'Job History' link is visible next to the 'Effective Date' field. The 'Action' dropdown is set to 'Rehire', and the 'Reason' dropdown is also set to 'Rehire'. The 'Job Indicator' dropdown is set to 'Primary Job'.

4. Click on the **Job History** link.



The screenshot shows the 'Job History' popup window. It contains a table with the following columns: Employment Record, Effective Date, Effective Sequence, Company, Action, Reason, HR Status, Pay Status, Position, Role Code, Salary Admin Plan, Grade, and Employee Class. The table lists 8 records, with the first 7 records having red circles next to their 'Employment Record' numbers (6, 5, 4, 3, 2, 1). The 8th record is a conversion record.

Employment Record	Effective Date	Effective Sequence	Company	Action	Reason	HR Status	Pay Status	Position	Role Code	Salary Admin Plan	Grade	Employee Class
6	2 08/01/2020	0	DGS	Termination	Resignation	Inactive	Terminated	DGSHR225	19095	SW	6	Classified Salary
2	2 07/20/2020	0	DGS	Data Change	Data Change	Active	Active	DGSHR225	19095	SW	6	Classified Salary
5	2 07/10/2020	0	DGS	Hire	New Hire	Active	Active	DGSHR225	19095	SW	6	Classified Salary
4	1 03/27/2020	0	DSS	Termination	Resignation	Inactive	Terminated	DSSKB013	19095	SW	6	Classified Salary
3	1 02/25/2020	0	DSS	Hire	New Hire	Active	Active	DSSKB013	19095	SW	6	Classified Salary
2	0 12/10/2019	0	VDH	Termination	Resignation	Inactive	Terminated	VDHHR017	19095	SW	6	Classified Salary
7	0 11/09/2019	0	VDH	Data Change	Conversion	Active	Active	VDHHR017	19095	SW	6	Classified Salary
8	0 08/21/1999	0	VDH	Hire	Conversion	Active	Active	VDHHR017	19095	SW	6	Classified Salary

4. The popup window displays the employee's job history across agencies. Scroll to the extreme right of the popup window and validate the users' activity in salaried classified and non-classified jobs.
5. The user will now locate the begin and end date (effective date) for each salaried position held by the employee, and use to calculate the prior service. (see example below)
6. Record 8 of this example displays a conversion record, therefore, navigate to PMIS to validate historical hire and separation dates.

The following is an example of how to retrieve the dates and input the data into the Service Date Calculator.

**HR351 Impact of Breaks in Service Overview**
**Example of Using the Service Date Calculator**

7. From the Job History page, Locate Begin and End Date.

Empl ID

**Job History**

⌵ 🔍

	Employment Record	Effective Date	Effective Sequence	Company	Action
1	<span style="color: red; font-weight: bold;">6</span> 2	08/01/2020	0	DGS	Termination
2	2	07/20/2020	0	DGS	Data Change
3	<span style="color: red; font-weight: bold;">5</span> 2	07/10/2020	0	DGS	Hire
4	<span style="color: red; font-weight: bold;">4</span> 1	03/27/2020	0	DSS	Termination
5	<span style="color: red; font-weight: bold;">3</span> 1	02/25/2020	0	DSS	Hire
6	<span style="color: red; font-weight: bold;">2</span> 0	12/10/2019	0	VDH	Termination
7	0	11/09/2019	0	VDH	Data Change
8	<span style="color: red; font-weight: bold;">1</span> 0	08/21/1989	0	VDH	Hire

Return

<

8. Using the dates retrieved from the above Job History page (being and end dates only), input the dates into the Months of Prior Service Calculator.



Cardinal HR351  
Impact of Breaks in Se

9. Access the Months of Prior Service Calculator

**HR351 Impact of Breaks in Service Overview**

**Months Of Prior Service Calculator**

Instructions: Enter the Hire begin and term dates of each Empl Rcd in the green boxes. When multiple breaks in service, enter every begin and end date.

Classified State: \_\_\_\_\_ Date: \_\_\_\_\_

Begin 1	①	8/21/1989
End 1	②	12/10/2019
Begin 2	③	2/25/2020
End 2	④	3/27/2020
Begin 3	⑤	7/10/2020
End 3	⑥	8/1/2020
Begin 4		
End 4		
Begin 5		
End 5		

Total Months of Service		
365		
Total Prior Service		
Year	Month	Day
30	5	12
Prior Service Months		
365		

Tab 1 - Prior Months | Tab 2 - LED Calc | +

**Note:** The Total Months of Service will update as the Begin and End dates are entered. This will be entered on Tab 2 of the calculator in the \*\*Prior Service Months field.

	Job History Page Pop Up	Prior Months of Service Calculator Tab 1	Months of Prior Service Calculator Tab 2
①	8/21/1989 Hire	Begin 1	N/A
②	12/10/2019 Termination	End 1	N/A
③	2/25/2020 Hire	Begin 2	N/A
④	3/27/2020 Termination	End 2	N/A
⑤	7/10/2020 Hire	Begin 3	N/A

**HR351 Impact of Breaks in Service Overview**

	Job History Page Pop Up	Prior Months of Service Calculator Tab 1	Months of Prior Service Calculator Tab 2
<b>6</b>	8/1/2020 Termination	End 3	Subtract one day and enter in Current Payroll Period to Date 7/31/2020
	10/01/2020 Rehire	N/A	Enter Current Empl Rcd hire Date.  Employment page = Continuous State Service Date

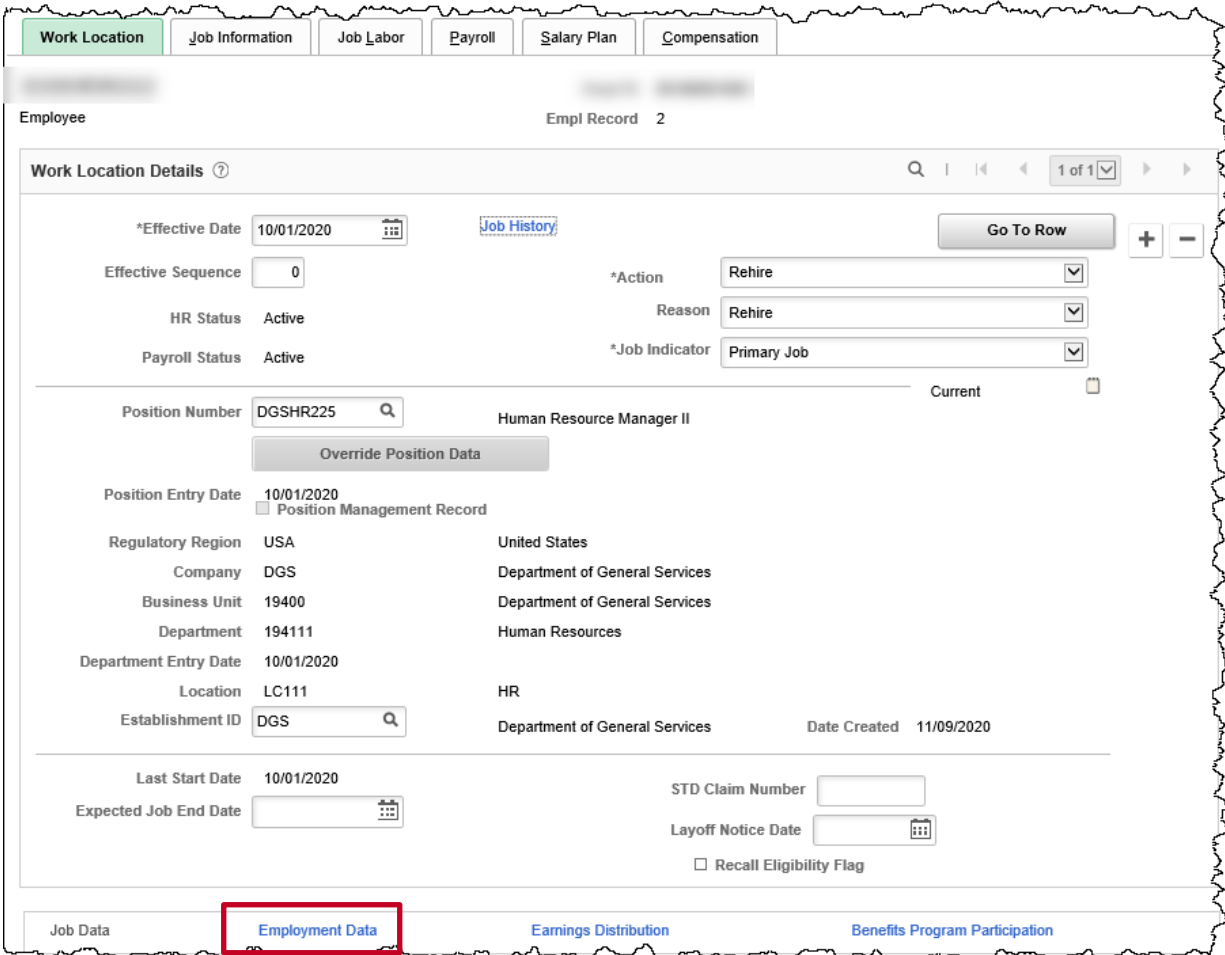
10. Click on the second tab of the Calculator. The following page is displayed.
11. Enter the Current Empl Rcd hire Date = 10/1/2020
12. Enter the Prior Service Months from tab one \*\* = 365
13. Enter the Current Payroll Period to Date = 7/31/2020

Calculate the Leave Anniversary Date From Rehire Date and Prior Service Months	
Employee Name:	TEST
EIN:	XXXXXXXXXXXX
Current Empl Rcd hire Date:	10/1/2020
Prior Service Months (tab 1):	365 **
Current Payroll Period to Date:	7/31/2020 <b>6</b>
Number of Pay Periods of LWOP:	0
Convert to Top of Pay Period:	10/10/2020
<i>Take the current Empl Rcd Hire Date and adjust for Pre 6/10/1997 (lag pay) Pay Periods</i>	
Adjust Date for LWOP Periods:	10/10/2020
<i>Move Converted date in cell D11 and advance by number of periods missed for LWOP</i>	
Full Years of Prior Service:	30
Months of Prior Service:	5
<i>Convert PMIS prior service months into whole years and remainder months</i>	
Adjusted Leave Eligibility Svc date:	5/10/1990
<i>Take the date in cell D14 and back up the number of years/months of prior service</i>	
Current Anniversary Number:	30
<small>NOTE: The employee's leave accrual rate calculation includes all cumulative periods of salaried/career state service. Periods of Leave Without Pay (LWOP) of more than 14 consecutive calendar days normally DO NOT count as service. Adjustment of the leave eligibility service date is required when LWOP periods are entered.</small>	

**Note:** The Adjusted Leave Eligibility Svc Date 5/10/1990 will auto-populate and will be entered on the employee job record below.

**HR351 Impact of Breaks in Service Overview****How to Adjust an Employee's Leave Eligibility Service Date**

1. Navigate to the employee job record and access the **Employment** page link at the bottom of the job record page.



Employee Empl Record 2

**Work Location Details** ?

\*Effective Date 10/01/2020 [Job History](#) **Go To Row** + -

Effective Sequence 0 \*Action Rehire

HR Status Active Reason Rehire

Payroll Status Active \*Job Indicator Primary Job

Position Number DGS HR225 Human Resource Manager II **Current**

**Override Position Data**

Position Entry Date 10/01/2020 ☐ Position Management Record

Regulatory Region USA United States

Company DGS Department of General Services

Business Unit 19400 Department of General Services

Department 19411 Human Resources

Department Entry Date 10/01/2020

Location LC111 HR

Establishment ID DGS Department of General Services Date Created 11/09/2020

Last Start Date 10/01/2020

Expected Job End Date STD Claim Number

Layoff Notice Date ☐ Recall Eligibility Flag

**Employment Data** Earnings Distribution Benefits Program Participation

The Organizational Assignment page is displayed.

**HR351 Impact of Breaks in Service Overview**

**Employment Information**

JOHN DOE  
Employee

Empl ID 00188081000  
Empl Record 2

**Organizational Instance** ?

Organizational Instance Rcd	2	Original Start Date	07/10/2020	<input type="checkbox"/> Override	
Last Start Date	10/01/2020	First Start Date	07/10/2020		
Termination Date		Years	Months	Days	
Org Instance Service Date	07/10/2020	<input type="checkbox"/> Override	0	11	20

**Organizational Assignment Data** ?

**Instance Record**

Last Assignment Start Date	10/01/2020	First Assignment Start	07/10/2020
Assignment End Date			
Home/Host Classification	Home	Years	Months
Company Seniority Date	07/10/2020	<input type="checkbox"/> Override	0
Benefits Service Date	07/10/2020	<input type="checkbox"/> Override	0
Seniority Pay Calc Date	07/10/2020	<input type="checkbox"/> Override	0
Probation Date	07/10/2021		
Professional Experience Date		Last Verification Date	
Business Title	Human Resource Manager II	Position Phone	
Work Mode	Office/Facility Worker	Tenure Status/Contract Type	
Alternate Leave Plan		<input type="checkbox"/> Alternate Work Schedule	
VSDP Effective Date	07/10/2020		
Agency Use Field 1		Agency Use Field 2	
		Agency Use Field 3	

**Person Employment Dates** ?

Continuous State Service Date	10/01/2020
Leave Eligibility Service Date	06102020
Previous Months Of Service	365

USA

Job Data   Employment Data   Earnings Distribution   Benefits Program Participation

**Save**   Return to Search   Previous in List   Next in List   Notify   Refresh   Update/Display   Include History   Correct History

- Enter the Continuous State Service Date from the service date calculator tab 2 = Current Employee Recd Hire/Rehire Date of the empl record. In this example enter = 10/01/2020.
- Enter the Leave Eligibility Service Date from the service date calculator tab 2 = Adjusted Leave Eligibility Svc date. In this example = 6/10/1990.
- Enter the \*\* Previous Months of Service from the service date calculator tab 2 = Previous Service Months. In this example = 365.
- Click on the **Save** icon.

The dates are now updated.